

**Page Denied**

Next 2 Page(s) In Document Denied

30 JUL 1984

MEMORANDUM FOR:

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FROM:

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SUBJECT:

Pursuit of Excellence

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1. As you requested, we have conducted a review of [ ] efforts keyed to the Director's pursuit of excellence objectives. Attachment A and B present a summary of those efforts, which we believe represent a significant contribution not only to the search for excellence but to the maintenance of excellence as well. Since [ ] responsibilities cover a wide and diverse spectrum of activities we have, for the purpose of clarity and ease of reporting, elected to report our efforts as follows:

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Attachment A represents action by [ ] to reduce bureaucracy. Primarily, the actions listed have been effected through regulatory change and greater delegation of authority and responsibility.

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Attachment B which you will recognize as information presented at our recent planning conference with you, provides a listing of the many and varied ways through which [ ] currently communicates. You will also note that this listing is divided into two major categories and at the end of each category are listed additional planned activities to further improve [ ] communications.

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2. In the other areas of concern to the Director, we continue as always to encourage sensible risktaking, creativity and innovation among all [ ] employees, and we appropriately recognize and reward the many outstanding performers and deserving individuals who contribute to the success of [ ] and the Agency.

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Attachments

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**Page Denied**

Next 17 Page(s) In Document Denied